

~~SECRET~~

Big 3

8 APR 1959

**MEMORANDUM FOR: Acting Deputy Director (Support)**

**SUBJECT : OTR Activities**

1. The Office of Training reports on the following activities during the month of March 1959:

**a. Training Assistance**

(1) Approximately ninety-eight representatives of the Army, Navy, Air Force, and Department of State attended the March Intelligence Products Exhibit.

25X1A12a



(5) The Department of State Near East area program (Seminar) will be held this summer beginning 15 June. The interested Agency components have been furnished a copy of the Department's announcement.

25X1A6a



25X1A9a

~~SECRET~~

**SECRET**

(7) OTR is assisting Chief, Building Planning Staff to meet General Cabell's request that moving pictures be taken in detail throughout construction of the new building.

(8) Nominations have been requested for attendance at a series of two-week programs at the Chicago Summer Institute of Executive Development for Federal Administrators. Dates and topics to be discussed are:

June 29	Decision Making
July 13	Organization Structure
August 3	Communication
August 17	Human Relations

**b. Internal Training Activities**

(1) The Basic Management (Commo Special) courses attended mostly by GS-15's and 16's was well accepted by all participants.

(2) A member of the SWPPAC Staff volunteered the information that prior to going overseas he had attended a management course for SR Division and stated that it was the best instruction of supervisory responsibilities that he had ever received and felt similar instruction would be of value to any individual being sent overseas for a war planning assignment.

(3) Clerical Training has intensified and lengthened its program in telephone manners for new EOD's to three hours of instruction.

(4) [REDACTED] concluded with President Eisenhower's presentation of the Legion of Merit to [REDACTED]. This was a difficult program and OTR is proud of its accomplishment.

25X1A2d1

25X1A2d1

25X1A8a



**SECRET**

**SECRET**

(6) During March language awards were authorized in the amount of \$18,700 to 156 employees. Cumulative awards to date now total 1,331. Money expended to date now totals \$162,150.

c. Monthly Enrollment

During the month of March 993 persons were enrolled in OTR conducted courses. Ten of these were Agency dependents and six employees of other Government agencies.

SIGNED

**MATTHEW BAIRD**  
Director of Training

Distribution:

Orig. & 2 - Addressee

1 - DTR

2 - PPS

25X1A9a

OTR/PPS/ [REDACTED] nld (8 Apr 59)

**SECRET**